

JANUARY 2021

RECIPROCITY and MISSOURI REAL ESTATE LICENSES

Recently, the Missouri Real Estate Commission has received numerous inquiries concerning license reciprocity with other states.

A non-resident who currently holds a valid license in another state may obtain a Missouri real estate license through a modified process. The Missouri Real Estate Commission (MREC) does not currently have a signed "reciprocity" agreement with any other state jurisdiction; however, many states provide a modified process for currently licensed, non-resident real estate professionals - similar to the way Missouri treats non-resident licensed applicants.

A non-resident salesperson currently licensed in another state, and applying for a similar license in Missouri, is not required to take the 48-hour Missouri Salesperson Pre-Examination Course or take the national portion of the real estate examination. The non-resident salesperson applicant, however, is required to complete the 24-hour Missouri Real Estate Practice Course, take the state portion of the examination, be fingerprinted, and pay the

appropriate fee.

To obtain a broker license in Missouri:

- 1) The applicant must hold a current and active salesperson license in another jurisdiction, have 24 of the last 30 months active salesperson experience, earn a Certificate of Satisfactory Completion from a 48-hour pre-exam broker course from an accredited Missouri real estate school on or before the exam date, and pass BOTH portions of the Missouri broker examination. The candidate must also complete the application for license, which must be submitted within six-months of the completion date of the 48-hour pre-exam broker course. A current Certificate of Licensure (history) issued within three-months from the real estate commission of the state/jurisdiction from which currently licensed must be provided with the application for licensure (a copy of the license from another state is not acceptable); **OR**
- 2) Hold a current and active broker license in another jurisdiction, have 24 of the last 30 months active license experience



as a real estate salesperson or broker, and pass the STATE portion of the Missouri broker exam. The candidate must also complete the formal application for license, which must be submitted within six-months of passing the STATE portion of the broker examination. A current Certificate of Licensure (history) issued within three-months from the real estate commission of the state/jurisdiction from which currently licensed must be provided with the application for licensure (a copy of license is not acceptable).

Numerous Missouri residents are also licensed in other states. If you are contemplating applying for a real estate license with another state, check with that particular jurisdiction to determine their requirements and reciprocity process. You may be pleasantly surprised how easy it is to obtain the additional jurisdiction license.

Keep in mind that once you get a license from another state, you must meet all the renewal requirements for each state in which you hold a valid real estate license. Renewal requirements

(Continued on Page 8)

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DEBIT and CREDIT CARDS NOT ACCEPTED BY MREC..?

The Missouri Real Estate Commission was recently asked why the MREC does not accept debit cards or credit cards for payment of licensure fees.

During the renewal period, MREC does accept credit card and debit card payments. The State has a contract with a vendor to provide this service only during the renewal periods. A small convenience fee is charged to the cardholder by the vendor. Any transactions done outside the normal renewal period is not covered under the vendor contract; therefore, we cannot accept credit cards outside the renewal period. In the future, MREC eventually hopes to be able to accept card payments with any license transaction.



FINGERPRINT CARDS

When applying for an initial real estate license, the applicant must be fingerprinted in order for the MREC to conduct a criminal history background check. The candidate must register through the Missouri Automated Criminal History System (MACHS) website <https://www.machs.mo.gov/MACHSFP/home.html>. Click on the "Register with the Fingerprint Portal" to register your name. You will use the MREC agency code of 0004 when registering. From this website, you can check for locations near you where you can be fingerprinted with an electronic fingerprint device at one of the IDEMIA sites (the current Highway Patrol fingerprint vendor).

MREC usually gets results from automated fingerprint checks within 24-48 hours. If you get fingerprinted on a card, you will need to mail the card to IDEMIA. It may take up to six weeks for MREC to receive your criminal history results when fingerprint cards are used (thereby delaying the issuance of your real estate license). **DO NOT SEND YOUR FINGERPRINT CARDS TO MREC.** We do not process fingerprints - only IDEMIA does!

DID YOU RENEW NEW BROKER APPLICATIONS

2020 RENEWAL INFORMATION

In 2020, the COVID-19 pandemic caused the Commission to extend the renewal dates for both the broker and salespersons type licenses. The expiration date for brokers was extended two-months from June 30 until August 31, 2020. The expiration date for salespersons licenses was extended one-month from September 30 until October 31, 2020.

Renewals were sent to 16,812 broker type licensees and 27,787 salesperson type licensees. On December 31, 2020, there were 1,032 brokers and 3,417 salespersons who still had not renewed.

Keep in mind - unless you receive a temporary work permit - once your real estate license expires - you cannot conduct any real estate activities until the MREC processes your renewal application and your renewal shows on the MREC website or your broker receives the actual paper copy of the renewed license.

Recently, the Commission directed staff to conduct follow-ups when a licensee renews their license(s) late. The Commission wants to know what kinds of real estate activities were conducted, the amount of activity, the date range the licensee operated outside the valid licensure, the amounts of commissions earned, etc. In 2020, the Commission issued numerous civil penalties for practicing without a license and for inadequate supervision by a broker.

When submitting a new broker application, the applicant does not have to submit a transfer form if the applicant is going to another company or opening their own company.

DUPLICATE LICENSE REQUESTS

When requesting a duplicate copy of a real estate license, the Information and License Change form must be filled out. Under Section 1-C, check the box by Item #9 - Replace lost, stolen or destroyed license. The fee is \$25 for a duplicate license. Keep in mind that it is the Broker's responsibility to ensure the company has copies of licenses of all licensees affiliated with the brokerage.

CRIMINAL BACKGROUND CHECKS

When an applicant submits an application for licensure, question 4-13 requires reporting of certain adjudicated criminal offenses. The designated broker must review any criminal history reported by the applicant and sign the approval.

When MREC receives a properly completed application, the designated broker is signing off that they have reviewed the application

and is in full support of having the applicant affiliated with the company. The application should never be signed as approved unless the designated broker is prepared to accept that individual in their entity as an affiliate of the company.

RENEWING EXPIRED LICENSES

If your real estate license expired in 2020, you can still renew it; however, if your license expired in 2018 or before, you will have to start all over, as if you have never had a real estate license.

To renew a license that expired in 2020, you must complete the 24-hour Missouri Real Estate Practice course (unless you had completed your required CE courses before the expiration date of your license). You would then complete the 2020 renewal application, provide a copy of your 24-hour course certificate, pay the renewal fee, plus pay the delinquent fee (\$50 for each month - or partial month - after expiration, not to exceed a maximum of \$200 delinquent penalty).

Brokers should check the status of all affiliates to ensure they have a valid license in their possession for each individual affiliated with their company. Salespersons and brokers with expired licenses should not be conducting real estate activities while the license is expired because it would be practicing without a valid real estate license.

Check your license status at our website: pr.mo.gov/realestate

School's Not Out: Build a Better YOU!

By Ms. Terry Murphy, Education Specialist

Rarely does a week go by that I don't receive a phone call from a licensee interested in becoming a certified instructor through the Missouri Real Estate Commission (MREC).

MREC does not approve or certify instructors. We allow school administrators to hire appropriate instructors to teach. RULE 20 CSR 2250-7.060 Instructor Standards (1) states "Each school is responsible for hiring only appropriately trained instructors with practical experience or formal education/training on the subject matter being presented."

Some licensees that teach are experienced and considered an industry expert on a particular topic, but may want to brush up on new skills as to how they teach. Other licensees ask how they can get more experience getting in front of a group, teach to protect the public, and put a course together. I wanted to share some practical ideas and tips that have been used over the years. Consider attending a conference educational session that covers advancements or current trends in the real estate industry. Role-play with a peer during a course. Choose to speak at a meeting or event. Don't use filler words such as "um", "like" and "you know". There are actually "apps" you can use to measure how often you use filler words. Video yourself speaking so you can conduct a self-critique afterwards. Enroll in a technology course to learn new skills such as PowerPoint (beginner or advanced), website design, use of video, polling. Watch TED talks to check out best practices. Select a new hobby. Not only is it fun, but investing time in a hobby can improve cognitive skills such as concentration and memory.

Professional Development helps you become more creative and innovative as you learn. Learning about subjects outside of your field introduces you to

new concepts and new ways of thinking. Different fields of study often discuss related subject matter using different approaches allowing you to gain a broader understanding thus allowing for well-rounded education.

Team-teaching may be an option for you to watch a colleague teach and learn from that experience. I have had so many instructors tell me they take pride in learning from their students. Shared experiences really lend to a valuable learning experience for all. You may want to consider joining a professional speaker's organization, public speaking organization, or professional education organization. MREC cannot recommend or endorse any one organization, but there are organizations out there they may fit your needs. The Real Estate Educators Association (REEA) offers instructor training workshops (IDWs) that focus on instructor delivery and improving student learning. Once you find an avenue that you feel will help you enhance your skills, there may be a virtual learning option available verses the cost of traveling if you do not have the time or means to do so.

Acquiring more education and public speaking are great ways to improve self-confidence and belief in yourself. Believing in yourself and having the confidence to get in front of an audience are the essential first steps. Have fun in the process, learn to laugh at yourself and stay sharp and healthy! Shine – build a better YOU!



MREC Commission Meeting Dates

The Commission is currently scheduled to meet the first Wednesday of even numbered months during 2021. The normal meeting location for Commission meetings is at the Professional Registration Central Office Building, 3605 Missouri Blvd., Jefferson City, MO 65109; however, due to the COVID-19 impact the meetings have been temporarily moved to the Council of School Administrators' Building, 3550 Amazonas Drive, Jefferson City, MO 65109. If the meeting location or date changes, the information will be posted on our website (www.pr.mo.gov/realestate.asp). All meetings start at 8:00 a.m. and include both open and closed sessions. The public is welcomed at any open session, such as disciplinary hearings.

February 3

April 7

June 2

August 4

October 6

December 1

Real Estate Testing

The current MREC real estate testing vendor is PSI Services.

You can schedule a test from their website at www.goAMP.com or call them at telephone number 1-888-818-LUCY (5829).

TIMESHARES - the Scam Continues

On October 5, 2018, MREC disseminated a news release concerning a timeshare scam involving telephone calls from individuals posing as a Missouri real estate salesperson and offering to sell the homeowner's timeshare in the country of Mexico. These callers falsely represented themselves by using the actual name, address, and real estate license number of a Missouri real estate licensee. The caller encouraged the homeowner to contact the Missouri Real Estate Commission to verify that information.

The caller would inform the owner that if they are interested in selling their timeshare in Mexico, the caller had a buyer. Since many timeshare owners want to "get out" of their timeshare, they agreed to sell and wire money to the supposed real estate salesperson.

The impostor agent convinces the owner to electronically transfer money for administrative and filing fees, which supposedly will be reimbursed upon sale of the timeshare. Some timeshare owners wire thousands of dollars and end up losing that money.

Real estate wire fraud is on the increase in the U.S. The FBI has requested these incidents be reported to their financial crimes website "<https://www.ic3.gov/default.aspx>" where the victim completes the information form.

WHAT IS AN AUDIT QUESTIONNAIRE ?



An audit questionnaire form is sent to a broker when the MREC staff is starting an audit of that broker. Usually, a regulatory auditor will mail the questionnaire to the broker. Typically, the broker has 30-days to complete the form and return it to the MREC office or auditor.

The questionnaire asks about the number and types of escrow bank accounts, number of pending sales, sales transactions completed, number of current listings, whether the broker does any property management (if so, there are questions about that), the number of properties closed on, and brokerage identifiable information.

The questionnaire must be returned within the 30-day period to avoid a possible civil penalty for the broker not responding in writing to the Commission's written inquiry.

Missouri *Holidays* 2021

Our offices will be **closed** on the following dates in 2021, celebrating state approved holidays.

January 1 - New Year's Day

January 18 - Martin Luther King Jr Birthday

February 12 - Lincoln's Birthday

February 15 - Washington's Birthday

May 7 - Truman Day

May 31 - Memorial Day

July 5 - Independence Day

September 6 - Labor Day

October 11 - Columbus Day

November 11 - Veterans Day

November 25 - Thanksgiving Day

December 24 - Christmas Day

December 31 - New Year's Day

Sorry,

we are CLOSED

for the *Holidays*

MILITARY and LOW INCOME Waivers

Fees, Waiver of, When

Over the last couple years, the Missouri Legislature has modified various laws that pertain to licensure fees, portability of licenses, and reciprocity of occupational licenses for members of the U.S. military, their family members, and for individuals who qualify as low income wage earners. This article is to help understand the requirements of these laws and how they may impact real estate.

Definitions:

324.015. Fees, waiver of, when — definitions — procedure — rulemaking authority. — 1. For purposes of this section, the following terms mean:

324.015.1 (1) "Licensing authority", any agency, examining board, credentialing board, or other office with the authority to impose occupational fees or licensing requirements on any occupation or profession;

324.015.1 (2) "Licensing requirement", any required training, education, or fee to work in a specific occupation or profession;

324.015.1. (3) "Low-income individual", any individual:

(a) Whose household adjusted gross income is below one hundred thirty percent of the federal poverty line or a higher threshold to be set by the department of commerce and insurance by rule; or

(b) Who is enrolled in a state or federal public assistance program including, but not limited to, Temporary Assistance for Needy Families, the MO HealthNet program, or the Supplemental Nutrition Assistance Program;

324.015.1 (4) "Military families", any active duty service members and their spouses and honorably discharged veterans and their spouses. The term "military families" includes surviving spouses of deceased service members who have not remarried.

324.015.1 (5) "Occupational fee", a fee or tax on professionals or businesses that is charged for the privilege of providing goods or services within a certain jurisdiction.



(Continued on Page 8)

IMPORTANT NOTICE!

Licensees should take notice that failure of a licensee to respond in writing, within thirty days from the date of the Commission's written request or inquiry, which is mailed to the licensee's address currently registered with the Commission, will be sufficient grounds for taking disciplinary action against that licensee. If the Missouri Real Estate Commission

(MREC) sends correspondence asking for a response and no response is received within thirty (30) days, the lack of a response would allow the Commission to seek disciplinary action against the licensee, ranging from a civil penalty to revocation of licenses (per Rule 20 CSR 2250-8.170).

NON-PREAPPROVED COURSE CREDIT

During the last license renewal period, the Missouri Real Estate Commission (MREC) received several e-mailed, faxed, and mailed copies of licensees' course completion certificates for courses that had not been preapproved by MREC for continuing education (CE) course credit.

Licensees may submit the Individual Request for Continuing Education Credit (ICE) form to request CE credit approval for non-preapproved continuing education classes. The ICE form may be submitted to the MREC for possible approval of courses taken in Missouri or another state which have not been previously submitted by the sponsor for approval; however, course content, instructor qualifications, and course delivery must be acceptable to the Commission. ICE applications for non-preapproved course credit must be postmarked as applied by the postal service (or hand delivered to the MREC) no later than ninety days prior to the licensee's renewal date. For brokers, the last date to submit the ICE is March 30 of every even-numbered year and for salespersons, the last date is June 30 of every even-numbered year.

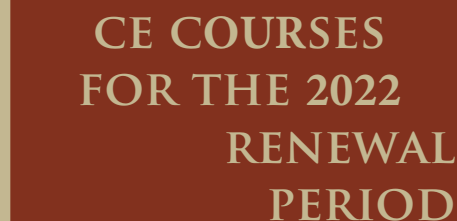
Rule 20 CSR 2250-10.100 states that the following offerings will not be considered by the Commission to meet Missouri continuing education requirements even though these

offerings may be approved by other states or jurisdictions:

- Training or education not applicable to Missouri real estate practice;
- Training or education in office and business skills such as typing, speedreading, memory improvement, report writing, personal motivation, salesmanship, sales psychology, and time management;
- Sales promotions or other meetings held in conjunction with general real estate brokerage activity;
- Meetings which are a normal part of in-house training;
- That portion of any offering devoted to meals or refreshments; and
- Any course or program that is less than three (3) hours in duration.

Therefore, if you are interested in seeking credit for a CE course that MREC does not have on the pre-approved list on our website, then you must submit the completed ICE form (in the required timeframe) to receive credit.

A non-refundable \$10 evaluation fee must accompany the ICE form in order to have the course content assessed for compliance with MREC requirements. Supporting documentation must accompany the ICE form.



CE COURSES FOR THE 2022 RENEWAL PERIOD

If you are wondering whether a CE course has been preapproved by the MREC, you can go to our website, www.pr.mo.gov/realestate.asp to find out.

When arriving at our website, under Education, click on "Continuing Education Courses" and a list of all Missouri approved CE courses will be listed alphabetically by the school that had the course approved. In addition, you can sort the list by school, course name, course type, number of hours, or method of delivery. Feel free to go to the MREC website and check it out.

CE CORE COURSE - 2022 Renewals

As authorized under 20 CSR 2250-10.100 (3), the Missouri Real Estate Commission may mandate a core subject for the upcoming (2022) renewal period; however, the Commission did not do so. The Commission strongly suggests that each Licensee take a course in Fair Housing (preferable one with a legal component) to satisfy the core requirement. The course content should include fair housing history, what protected classes the law applies to, and legal review of both state and federal fair housing laws.

Military & Low Income Waivers

(Continued from Page 6)

Waiver of Occupational Fees

324.015.2 All state and political subdivision licensing authorities shall waive all occupational fees and any other fees associated with licensing requirements for military families and low-income individuals for a period of two years beginning on the date an application is approved under subsection 3 of this section. Military families and low-income individuals whose applications are approved shall not be required to pay any occupational fees that become due during the two-year period.

Format - Decision within 30 Days

324.015.3 Any individual seeking a waiver described under subsection 2 of this section shall apply to the appropriate licensing authority in a format prescribed by the licensing authority. The licensing authority shall approve or deny the application within thirty days of receipt.

Only One Waiver Allowed

324.015.4 An individual shall be eligible to receive only one waiver under this section from each licensing authority.

Does Not Apply to Business Licenses

324.015.5 The waiver described under subsection 2 of this section shall not apply to fees required to obtain business licenses.

Application Procedure

Individuals applying for a waiver must complete the application process in the normal manner; however, the applicant must submit (with the application) the supporting documentation for the type of fee waiver they are applying for with MREC. MREC staff will review the application, and if approved, the Executive Director will complete the waiver approval form. When approved, the initial license registration fee and any license renewal fees will be waived for two years. The waiver does not include the initial school tuition costs, continuing education course tuition, or business license fees.

RECIPROCITY and MISSOURI REAL ESTATE LICENSES

(continued from Page 1)

(Continued from Page 1)

for each state vary. This would include meeting the requirements for continuing education for each jurisdiction in which you hold a valid real estate license.

Additionally, if your license is disciplined in one state, most jurisdictions have regulations that permit your real estate license to be disciplined in their state, based on the discipline from the other licensing jurisdiction.

On January 14, 2021, MREC records show there were 6,352 out-of-state real estate professionals and entities licensed in Missouri as compared to the 37,547 resident licensees from Missouri. Therefore, about 14.47% of our licensees are non-residents, as compared to about 14.15% on April 10, 2020.

Here are the number of licensees in each of the eight states adjoining Missouri (as of January 14, 2021) with Missouri real estate licenses:

ARKANSAS	19
IOWA	08
ILLINOIS	50
KANSAS	417
KENTUCKY	00
NEBRASKA	05
OKLAHOMA	04
TENNESSEE	06

Also, as of January 14, there are 3,214 current resident Missourians who obtained their original Missouri license through reciprocity. Feel free to call us if you have questions about reciprocity licensing.

Check out our website for more information on reciprocity licensure at:

**PR.MO.GOV/
REALESTATE.ASP**

INVESTIGATIONS - Why can't they be completed in a week?

By Senior Investigator Doug Keeney

There are many steps in conducting a MREC investigation, especially when it involves a criminal background. First, the application must be reviewed and compared to the applicant's fingerprint background check results received from the FBI and the Missouri Highway Patrol. If the applicant has a felony offense that is ten (10) years old or newer, a background investigation is initiated by an investigator. Certified records from the court where the case was adjudicated are requested by mail. In counties with large populations, the response can be delayed by several weeks due to the volume of work occurring in that court. Once the records are received, the investigator will review the documents and begin the license investigation report. The applicant must be interviewed, along with the applicant's sponsoring broker, and their criminal probation officer if applicable. If the broker is unavailable, the investigation is delayed.

Once all interviews are complete, the investigator will write the license investigation report. The case must be submitted for the Commission's agenda. The Commission meets every even numbered month. If an investigation begins close the Commission meeting, it may not be completed in time for that Commission meeting and must be presented at the following meeting. The process time could be shortened by the applicant submitting certified court records with their application.

It is also very important for the applicant to fully disclose their background to their sponsoring broker. Investigations can be delayed because the broker is unaware of an offense and needs additional time to converse with the applicant.

Questions - call us 573-751-2628



AUDITOR'S ANGLE

USE OF FORMS IN REAL ESTATE TRANSACTIONS

By Mr. David Thomas, Regulatory Auditor

Real Estate professionals have long been confronted in varying degrees on the issue of forms, specifically what kind of forms are they allowed to use, can they write forms, can they write addendums, can they alter standard forms, etc. Hopefully, this article will help shed some light on the subject.

Origins of Forms

There are almost as many places of origin of forms as there are types of forms. Forms are available through your local board of Realtors ©, trade associations, real estate attorneys, online form providers, state or local form providers (such as the Missouri Association of Realtors, St. Louis Association of Realtors, Kansas City Regional Association of Realtors, Missouri Association of Real Estate Professionals, etc.), just to name a few.

What Forms May Be Used

So the question is: What forms may brokers use?

Standard Forms

20 CSR 2250-8.140 (1) When acting as a broker in a transaction, a broker may use current standardized forms including, but not limited to, contracts, agency disclosures, property management agreements, listing agreements, warranty deeds, quit claim deeds, trust deeds, notes, security instruments and leases, prepared or

approved by the broker's counsel or by the counsel for a trade association of which the broker is a member or associate member, or by a Missouri state or local bar association and may complete them by filling in blank spaces to show the parties, property description and terms necessary to close the transaction the broker has procured. (2) A real estate broker shall not make a separate charge for completing any standardized forms and shall not prepare those forms for persons in transactions in which s/he is not acting as a broker, unless the broker is one of the parties to the contract or instrument or owns or is employed by an escrow company or closing firm which is handling the closing.

The simple answer is: Any form that has been prepared or approved by an attorney. This includes local and state forms such as MAR, KCRAR, SLAR, etc. It also includes forms available online, as long as it can be determined the form was approved by an attorney. It also includes forms prepared by attorneys for specific clients, whether the clients are the broker, or the seller/landlord/buyer/tenant.

Audit Violations Concerning Forms

Examiners often see audit violations due to issues with forms while reviewing transactions. Typical issues examiners see while on audits:

- A broker is using a form they wrote as a stand alone contract, or as a

supplement to a standard Association form. This violates the above regulation, only attorneys can author legal documents.

- A broker is using a form/contract that they have had in-house for years, perhaps they inherited the form from another broker, but are unsure if an attorney had previously approved the form: This violates the above regulation. Any form used should be approved by an attorney prior to the broker using that form.

- Quite often, regardless of whether or not the form has been approved by an attorney, outdated and non-standard forms do not contain all the requirements needed in agency agreements. This can lead to multiple violations in an audit. 2250-8.090 lists requirements for the various types of agency agreements. Please refer to this regulation if there is any question if the form you are using will be compliant per Missouri regulation.

Broker Questions

- Can brokers use non-standard forms for commercial properties where the seller/landlord/buyer/tenant insisted that a particular form be used? The answer is YES - as long as the form was approved by an attorney.

- Can brokers use outdated standard board forms? The answer is NO - regulation prohibits the use of expired standard forms. Check with (Continued Page 10)

USE OF FORMS IN REAL ESTATE TRANSACTIONS

(Continued from Page 10)

your local form provider to determine if any particular form has an expiration date. Not all form providers put expiration dates on their forms.

- Can brokers alter standard board forms? The answer is NO - regulation prohibits the alteration of standard forms.

- Can we present offers from another licensee to our client if the offer is on a non-standard contract? The answer is YES - all offers must be presented to the client.

- How can a broker amend or counter a non-standard form? Answer: Any supplement or counter offer that is a separate document must be approved by an attorney.

- If a broker writes language in the Special Agreements section of a standard contract is it required to

be approved by an attorney? For the most part, the answer is NO.

- Can a broker amend a contract using a different type of standard board form? For example, can you amend a St. Louis Association of Realtors' contract form with a MAR amendment? The answer is YES, as long as the amendment specifically refers to the contract it is amending.

- Who is required to initial a change to a standard form? The answer is whoever is a party to the contract must initial a change to a standard form.

In summary, as a broker, you are required by regulation to ensure all forms used are legal forms to use. A good rule of thumb would be to ask yourself if you know the origin or author of forms you are contemplating using. If the answer is that you aren't sure, then chances are the form should not be used until approved by an attorney.

FIVE MAJOR REASONS WHY PAPERWORK IS REJECTED

Each year, the Missouri Real Estate Commission (MREC) receives thousands of applications for new licensees, transfer requests, and applications to open new brokerages. When all the required paperwork is not initially submitted, the MREC has to reject the application back to the sender.

Here are five things you can do to make certain your paperwork is not rejected back to you:

1. Ensure the proper payment is included with your submission and any checks or money orders are properly signed.
2. Make certain license applications are reviewed and signed by the Designated Broker.
3. Ensure required questions or check boxes are answered, and all documents are submitted and signed.
4. Submit the original application rather than a copy of the original application.
5. Include a copy of the paid receipt for fingerprinting rather than the fingerprint card.

If you have questions on what to submit with your documents, please call our office at 573-751-2628.

INDUCEMENTS

Missouri statute 339.100.2 (13) RSMo., prohibits the use of inducements to secure customers or clients to purchase, lease, sell, or list property when the awarding of such inducement or other valuable consideration is conditioned upon the purchase, lease, sale, or listing. This statute further prohibits the offering of prizes for the purpose of influencing a purchaser or prospective purchaser of real estate.

Also, a licensee cannot credit any portion of their commission to an unlicensed buyer and/or seller. Payment or crediting of commission to an unlicensed person is in violation of 339.150.2 RSMo, as well as a possible inducement violation. Negotiating a commission reduction is allowable, but the payment and/or crediting of the commission to an unlicensed principal or individual are not. Furthermore, if the recipient of the payment and/or credit is an affiliate licensee of a real estate company, pursuant to 339.100.2 (12) RSMo, they must receive any commissions from the company or individual broker with whom their license is affiliated.